

**JOINT MEETING – BOARD OF SELECTMEN & FINANCE COMMITTEE**  
**MARCH 8, 2014**

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**I. Call to Order/Roll Call**

Selectmen Chairman Alex Vispoli called the Joint Meeting of the Board of Selectmen and Finance Committee to order at 9:00 A.M. in the Selectmen's Conference Room in the Town Offices.

Selectmen Roll Call: Chairman Vispoli-Y and Selectmen Paul Salafia-Y, Brian Major-Y, Mary Lyman-Y and Dan Kowalski-Y.

Finance Committee Chairman S. Jon Stumpf opened the meeting for the Finance Committee. Present: Chairman Stumpf-Y and members Joanne Marden-Y, Peggy Kruse-Y, Linn Anderson-Y and John Barry, Jr.-Y, Eugenie Moffitt-Y.

Also present: Town Manager Buzz Stapczynski, Assistant Town Manager Steve Bucuzzo and Finance Director Donna Walsh. The meeting was duly posted and cable-cast live.

**II. Opening Ceremonies**

Chairman Vispoli led the members in a Moment of Silence followed by the Pledge of Allegiance.

**III. FY-2015 Budget Presentations**

**Community Development & Planning Department**

Staff present: Planning Director Paul Materazzo, Public Health Director Thomas Carbone, Director of Conservation Robert Douglas, Inspector of Buildings Chris Clemente and Office Administrator Paula Hamel. A review of the FY-15 budget showed the following:

<u>Budget:</u>	<u>FY-14 Budget</u>	<u>FY-15 TM's Recommendation</u>	<u>\$ +/-</u>
Personnel Services:	\$1,467,650	\$1,483,847	\$16,197
Expenses:	\$620,000	\$ 641,000	\$21,000
Reserves:	( \$25,000)	\$ ( 25,000)	0
Total	\$1,582,950	\$1,582,950	+\$9,497

There is no change in FTE's from 2014 to 2015.

Staff reported there has been a steady increase in permitting with the improved economy. There are several projects in the pipeline including but not limited to: 40B – 242-unit apartment complex at the Rolling Green and a 220-unit complex at Shattuck Road, YMCA expansion and a 30,000 sq. ft. medical building at Phillips Academy and Schneider Electric is expected to move in this March with the second tier moving in this April.

Public Health Communicative Disease surveillance reported in the Annual Report has not shifted much due to better diagnosis and better communication system reporting with the State.

The Building Inspection permit process will be handled in a more streamlined fashion this year with improved customer service, online permitting and the acceptance of credit card payments, etc. They are working to identify deficiencies in the process to further determine where efficiencies can be made. Customer service training for staff has been productive. Credit card transactions are limited to \$500 or less to avoid incurring higher rates.

The Conservation Commission budget increases cover COLA adjustments. The warrant article for the property near Pfizer is being withdrawn and they are looking for a walking trail along the river in the Reichold property area.

Selectman Major asked about the warrant article for a bylaw on mobile food vendors. He said local businesses he has spoken with do not have a problem with the food trucks and asked what is gained in creating another bylaw? *The bylaw allows the Board of Selectmen, should there be a problem in the future, the ability to set a license process if there be a need.*

#### Police Department

Police Chief Patrick Keefe reported on the Police Department's FY-15 budget.

<u>Budget:</u>	<u>FY-14 Budget</u>	<u>FY-15 TM's Recommendation</u>	<u>\$ +/-</u>
Personnel Services:	\$7,018,091	\$6,958,987	-\$59,104
Expenses:	\$1,037,620	\$1,078,412	\$40,792
Detail Fees:	(\$70,000)	\$(70,000)	0
Parking Receipts:	<u>(\$200,000)</u>	<u>(\$200,000)</u>	<u>0</u>
Total	\$7,785,711	\$7,767,399	-\$18,312

Personnel Summary:

Sworn Officers	53	53	no change
Dispatch	11	11	no change
Civilian	4.5	5	+0.5
Alternative/New Horizons	.5	.5	no change
Animal Control	1	1	no change
Parking	<u>1.5</u>	<u>1.5</u>	<u>no change</u>
Total FTE's	71.5	72.0	+0.5

The Office Assistant II (Records Clerk) hours increased to full-time due to the amount of time it takes for licensing of firearms which is very involved. This position also assists the Detectives with administrative tasks. Firearm Licensing Requests: in 2009 there were 82 requests – in 2013 there were 456 requests. The State of Massachusetts gets \$75 of the \$100 fee charged.

Positive reports have been received on the School Resource Officer at AHS and the Officer at the Greater Lawrence Regional Technical High School.

Unclassified expense of \$174,000 includes: buybacks, stipends, retirement buyback of sick time, etc. The Finance Committee asked for a breakdown of the unclassified expenses which Donna Walsh will provide.

The Chief said he supports the parking study and looks forward to receiving the information. He updated the Boards on Narcam, the antidote for heroin overdosing which several departments in the State have begun to carry in their vehicles. The Department has seen an increase in heroin overdosing and, therefore, are moving towards this model. Training of personnel can be handled through their current budget.

Mary Carbone, 3 Cyr Circle, said the 2013 Town Meeting warrant article for the Parking Study in the amount of \$18,000 was rejected. In her opinion the building owners should pay for the study.

Fire Rescue

Fire Chief Michael Mansfield reported on the Fire and Rescue FY-15 Budget.

<u>Budget:</u>	<u>FY-14 Budget</u>	<u>FY-15 TM's Recommendation</u>	<u>\$ +/-</u>
Personnel Services:	\$6,983,569	\$7,019,691	\$36,122
Expenses:	\$ 422,500	\$ 480,800	\$58,300

Sale of Service:	<u>\$1,150,000</u>	<u>\$1,335,800</u>	<u>-\$1,85,500</u>
Total	\$6,256,069	\$6,164,991	-\$ 91,078

Personnel Summary: There is no change in the 72 FTE's from FY-2014 to FY-2015.

Sales of Service for ambulance service averaged about \$200,000 over the last six months and the Chief anticipates the level will stay the same but moving forward as the level of care act improves, revenues will decrease due to new hospital regulations. Non-emergency vehicles will be handling more home-care via community paramedics to prevent re-admissions to emergency rooms. ALS will use paramedics but if you are not licensed as an ALS service, you cannot have a community paramedic. They are two very different options but they run hand-in-hand. The industry is changing and becoming more diversified, Andover Fire & Rescue handles more rescue than fire calls.

Mary Lyman reported that Lawrence General Hospital will be providing an ambulance to address missed calls and delayed response times. Ellen Murphy Meehan, of the Lawrence General Hospital, said the LGH Board took the request very seriously and made an investment to increase services needed by adding an ambulance that will run 24/7 to address Andover's concerns. Selectman Major suggested they continue the discussion on ALS, what the new developments are, do we need/want revenue and expense and does the Town want to transition to the new model.

#### Information Technology

Chief Information Officer Paul Puzzanghera reported on the IT Department Budget for FY-15:

<u>Budget:</u>	<u>FY-14 Budget</u>	<u>FY-15 TM's Recommendation</u>	<u>\$ +/-</u>
Personnel Services:	\$1,313,151	\$1,311,488	\$8,337
Expenses:	<u>\$ 222,614</u>	<u>\$ 241,716</u>	<u>\$19,102</u>
Total	\$1,535,765	\$1,563,204	\$27,439

<u>Personnel Summary:</u>	17.2	17.2	No change
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Mr. Puzzanghera reported there are over 220 individual line items within the budget. They have acquired new equipment, achieved efficiencies and eliminated redundancies. He reviewed the current infrastructure noting that the number of PC's per technician has increased from 528 to 945 and the need to expand support hours to include early evenings and weekends in order to accommodate expectations of personnel as employees continually utilize technology. There are over 2,200 people on average patched into the network on any given day. The list of devices to support attached to

the network is growing. In two years, students will be invited to bring in their own devices (BYOD). IT will then support the network only, not individual devices, they will not be purchasing devices but simply supporting the network and infrastructure. Maintenance of devices will be the responsibility of the end-user.

The organization chart for July 1, 2014 shows the department moving to a relatively shallow structure of three teams – Platform Team, Customer Service Team and the Application Team – to support technology for the Town and Schools. An increase in the current FTE count will be needed to support technology requirements and resources.

The Boards discussed several items of concern and agreed to schedule a separate meeting for CIP IT-2 to discuss leases, cable funds, etc. The subcommittee will meet before-hand to develop a controlled agenda.

#### General Government

Finance Director Donna Walsh presented the General Government budget information for FY-15. She reported the FY-14 budget is \$4,228,519 and the FY-15 budget is \$4,299,137 – an increase of 1.6% or \$70,618. Increases include but are not limited to: printing of the Finance Committee Book prior to the Annual Town Meeting, MUNIS Support Services, postage rates, staff salaries, Merrimack College intern expense shared with Town and School Department, increase in the Town Clerk's Office related to three elections, increase for Veteran Services to provide support to veterans (75% from State) and increased meeting costs, etc.

#### IV. Adjournment

At 11:45 P.M. on a motion by Brian Major and seconded by Paul Salafia, the Board of Selectmen motioned to adjourn from the Joint Meeting. Roll call: Chairman Vispoli-Y and members Mary Lyman-Y, Brian Major-Y, Paul Salafia-Y, Dan Kowalski-Y.

On a motion by Linn Anderson and seconded by Margaret Kruse, the Finance Committee motioned to adjourn from the Joint Meeting. Roll call: Chairman Stumpf and members Joanne Marden-Y, Peggy Kruse-Y, Linn Anderson-Y and John Barry, Jr.-Y, Eugenie Moffitt-Y.

Respectfully submitted,

Dee DeLorenzo, Recording Secretary